

21 February 1974

MEMORANDUM FOR: Acting Chief, Plans, Programs Branch
THROUGH : Chief, Plans, Programs and Administration Division
SUBJECT : Personnel Branch Submission for Office of Security
Monthly Report - January 1974

STATINTL The first two weeks of January 1974 chiefly concerned the Office orientation of the new Branch Chief, [REDACTED], who replaced [REDACTED]. The significant actions for the remainder of the month included the development of an Assignment Preference Form and related procedures to replace the ICAP. As an adjunct to this, the Directorates were tasked to provide professional position summaries for each job under their control. The Branch also provided executive secretarial support for two Professional Career Board meetings and one Clerical Board meeting. Additionally, the Deputy Chief of the Branch and the DD/P&M met with [REDACTED] from Mr. Brownman's office to brief her on the operation of the Clerical Career Board. [REDACTED] has been charged with reviewing clerical career management within the M&S Directorate with an eye to establishing either a directorate-wide clerical career service or at least standardizing procedures and policies.

STATINTL

[REDACTED]
Chief, Personnel Branch/PP&AD

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signed

[REDACTED]
Chief, Personnel Branch/PP&AD

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TO	NAME AND ADDRESS	DATE	INITIALS		
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2	C/Plans, Programs Branch				
3					
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6					
ACTION		DIRECT REPLY	PREPARE REPLY		
APPROVAL		DISPATCH	RECOMMENDATION		
COMMENT		FILE	RETURN		
CONCURRENCE		INFORMATION	SIGNATURE		
Remarks:					
OS Monthly Report Submission for January 1974					
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